

**QFR-006-L1
(3-2009)**



**UNITED STATES DEPARTMENT OF COMMERCE
Economics and Statistics Administration
U.S. Census Bureau**

Washington, DC 20233-0001
OFFICE OF THE DIRECTOR

**FROM THE DIRECTOR
U.S. CENSUS BUREAU**

Your company has been selected for the Quarterly Financial Report (QFR) survey. The U.S. Census Bureau conducts the QFR survey in order to provide vital statistics describing current business conditions of the U.S. economy. The survey results are used to prepare national measures of corporate profits, including estimates of the Gross Domestic Income, and to formulate fiscal and monetary policy. Your company's participation is critical to this effort.

Please complete the enclosed QFR and return it by the date noted on the top of the form. Filing date extensions may be granted upon request, and **reasonable estimates are acceptable** if company records will not be available to complete the report. You may file your report electronically through our secured U.S. Government Internet Website www.census.gov/econhelp/qfr (see the reverse side of this letter for more information). We encourage the use of electronic filing. If you prefer, you may submit by facsimile the enclosed paper form to our toll-free number (800) 447-4613 or return it in the enclosed postage-paid envelope.

Federal law (Title 13, United States Code, Section 91) requires your response to the QFR survey, and the same law (Section 9) requires the Census Bureau to keep your report strictly confidential. Your information will be combined with data from other companies and used for statistical purposes only. The law also protects copies of the reports retained in your files from legal process. Large companies are required to participate in the QFR survey on an ongoing basis. Smaller companies are selected at random and are only required to participate for eight consecutive quarters. Afterwards, they cannot be selected again for two to ten years, depending on their size. We are aware of the burden this and other government surveys place on companies such as yours. We hope you recognize the importance of timely financial statistics in our complex modern economy. If you need assistance or would like to request an extension, call our toll-free number (800) 272-4250. Additional information is available about the QFR survey on our Website www.census.gov/csd/qfr, as well as QFR forms and instructions in .pdf format.

Thank you in advance for your cooperation.

Sincerely,

Thomas L. Mesenbourg
Acting Director

Enclosures

IMPORTANT: In all communication with us, please refer to the 10-digit QFR Username located on the front of the form.

CONTINUE ON REVERSE SIDE

CENSUS TAKER

ELECTRONIC GOVERNMENT INFORMATION SYSTEM

QUARTERLY FINANCIAL REPORT

Census Taker is an interactive application designed to provide the U.S. Census Bureau with a highly secured means of collecting survey and census information via the Internet. It is an easy “browser based” software system to use.

Directions on getting started, use of **Census Taker**, and an Interactive Form and File Transfer demonstration, are available once you enter the site.

To file electronically with **Census Taker** go to:

www.census.gov/econhelp/qfr

Once you are in **Census Taker**, enter your unique Username and Password provided on the front of the enclosed paper form.

We appreciate your participation in the QFR survey and encourage the use of the Electronic Government Information System, **Census Taker**.

QFR Website:	www.census.gov/csd/qfr
QFR telephone:	(800) 272-4250 or (301) 763-3359
QFR fax:	(800) 447-4613